

**CITY OF HELOTES
EXTERNAL JOB ANNOUNCEMENT
BAILIFF OFFICER-PART-TIME**

DATE: July 20, 2016
FLSA: Non-Exempt
SALARY: \$15.00 Hr.
CLOSING DATE: Open Until Filled
Submit Application @ Resume to Human Resource Dept.

JOB SUMMARY:

Court Bailiffs are law enforcement officers who provide security to Court personnel and ensure order during Court proceedings. The Bailiff will serve directly under the Warrant Officer for Court duties and Patrol Lieutenant for special event/security duties. Main job duties will be to provide security and maintain decorum in the Courtroom. The bailiff will enforce the rules of the Court and also provide administrative support to the Bailiff supervisors, Judges and other Court personnel, as needed during Court.

ORGANIZATIONAL RELATIONSHIPS:

Uses tact, diplomacy and a helpful attitude in all contacts with the public and other employees; communicates effectively and courteously with the public, council, and coworkers in person, in writing and by phone.

ESSENTIAL JOB FUNCTIONS:

- Conduct metal detection of individuals before entering the Courtroom.
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- Search individuals and any bags/materials brought into Court.
- Ensure order and security within the Municipal building.
- Locks and unlocks Courtroom for Court personnel and defendants.

- Maintain and check that the Courtroom is intact and in order before and after trials and arraignments are held.
- Maintain and keep up to date on Court schedule.
- Opens Court and informs Judge that Court is ready.
- Takes custody and direct jurors and defendants to set locations for Court.
- Relays messages from jurors to judge.
- Advises Court personnel and attorneys when verdicts are reached.
- Escorts defendants to and from the Courtroom.
- Ability to deal courteously and tactfully with clerks and all persons having contact or business with the Court.
- Contacts a variety of Court personnel, government workers, and lawyers in an efficient, competent and professional manner.
- Provides assistance to Court personnel and Warrant Officer with any other duties that may be assigned.
- Provides security for special events occurring within The City of Helotes, as directed and needed.
- May be required to assist in other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Prior bailiff/Municipal knowledge.
- Individual must possess a high level of professionalism, civility and discretion.

QUALIFICATIONS:

- Candidate must pass a drug screen and security background check.
- Must be available to attend schools in or out of town for training purposes.

EDUCATION & EXPERIENCE:

- High School Diploma or GED.
- Prior experience with Court security procedures.

CERTIFICATES & LICENSES:

- Must be a licensed Peace Officer for the State of Texas.
- Must possess and maintain a valid Class “C” Texas Driver’s License.
- All required licenses must be current and valid.

PHYSICAL REQUIREMENTS:

- May be required to carry, hold, lift, push and pull a minimum of 20 lbs.
- Through regular exercise and moderate living, shall maintain a physical condition as to be able to handle strenuous physical contacts or demands required of the active, uniformed law enforcement officers.
- This position requires the ability to stand for long periods of time.
- All employees are subject to random drug testing.

WORK HOURS:

- Attends and assists with Municipal Court three times a month, all jury trials each year, and Municipal special events throughout the year, as directed, to serve as security.
- May need to work long hours, extending beyond 5:00 P.M. on certain court days and special events.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

THE CITY OF HELOTES IS AN EQUAL OPPORTUNITY EMPLOYER

See City of Helotes website for application. Submit with resume to jhenckel@helotes-tx.gov. Also accepting application and resume by regular mail, or fax#210-695-6520